

MANSFIELD TOWNSHIP REORGANIZATION MEETING
JANUARY 1, 2014

This is the Reorganization Meeting of the Township Committee. The notice requirements of the law have been satisfied for this meeting by notice to the Star-Gazette and the Express Times and posting in the Municipal Building, stating the time, date and location thereof.

Meeting called to order by Mayor Tomaszewski, at 12:00 noon with the following Committee present:
Mr. Misertino, Mr. Watters, Mr. Clancy, Mrs. Kocher, and Mayor Tomaszewski. Mr. Lavery, Esq also present.

Salute to the flag was done by all.

Dena Hrebenak read the Certification of Election for Michael Misertino as Township Committee Member for a term of three (3) years.

Dena Hrebenak conducted the swearing in ceremony and Oath of Office for Michael Misertino as Township Committee member.

Dena Hrebenak read the Certification of Election for Michael Clancy as Township Committee Member for a term of three (3) years.

Dena Hrebenak conducted the swearing in ceremony and Oath of Office for Michael Clancy as Township Committee member.

ELECTION OF MAYOR:

BE IT RESOLVED, that Ted Tomaszewski be appointed Mayor of the Township of Mansfield for the year 2014.

Mr. Watters moved the foregoing resolution for adoption, which was seconded by Mr. Misertino.

Ayes –Mr. Misertino, Mr. Watters, Mayor Tomaszewski

Abstained – None

Nay – Mr. Clancy, Mrs. Kocher

Absent – None

Dena Hrebenak conducted the swearing in ceremony and Oath of Office for Ted Tomaszewski as Mayor of the Township of Mansfield for the year 2014.

DEPUTY MAYOR:

BE IT RESOLVED, that Joseph Watters be appointed Deputy Mayor of the Township of Mansfield for the year 2014.

Mayor Tomaszewski moved the forgoing resolution for adoption, which was seconded by Mr. Misertino.

Ayes –Mr. Misertino, Mr. Watters, Mayor Tomaszewski

Abstained – None

Nay – Mr. Clancy, Mrs. Kocher

Absent – None

Mr. Clancy asked where and when were these appointments predetermined.

Ms. Hrebenak stated that the information was placed on her desk by the Mayor.

Mrs. Kocher asked if the determinations were made by Mayor Tomaszewski by himself.

Mayor Tomaszewski stated that he absolutely did make these determinations, because he did not want to have a violation of the Sunshine Act.

Mrs. Kocher asked if all of these decisions were made by Mayor Tomaszewski by himself and if he decided on his own that he would put himself in as Mayor.

Mayor Tomaszewski stated that he did not want to have a violation of the Sunshine Act.

Mrs. Kocher stated that this could be discussed right now, but it is not being discussed. Mrs. Kocher stated that for the last five years a meeting was held prior to Reorganization to determine who would be appointed to the boards and committees and now there is no meeting and there is no discussion for the appointments.

Mr. Lavery, Esq. stated that he is to blame he did not know that in years prior the committee had met prior to Reorganization and it is not allowed under the Sunshine Act, so he suggested that the meeting to go over appointments not be held.

Dena Hrebenak conducted the swearing in ceremony and Oath of Office of Joseph Watters as Deputy Mayor of the Township of Mansfield for the year 2014.

RESOLUTION 2014-01
TOWNSHIP OF MANSFIELD
WARREN COUNTY, NEW JERSEY

WHEREAS, there exists a need for the service of a Township Attorney in the Township of Mansfield for legal services and advice to the Mayor and Township Committee; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:1 1-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids and the contract itself must be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, in the County of Warren as follows:

1. The agreement with Joel Kobert with the law office of Courter, Kobert, & Cohen is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:1 1-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law. A copy of the Agreement is on file for inspection with the Clerk of the Township of Mansfield.
2. A notice of this action shall be printed once in the Star-Gazette.

Mr. Watters made a motion to approve 2014-01 for adoption, which was seconded by Mr. Misertino.

Ayes – Mr. Misertino, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Abstained – None

Nay – None

Absent – None

RESOLUTION 2014-02
TOWNSHIP OF MANSFIELD
WARREN COUNTY, NEW JERSEY

WHEREAS, there exists a need for the service of a Township Engineer and in the Township of Mansfield for engineering and zoning services; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:1 1-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids and the contract itself must be available for public inspection.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of the Township of Mansfield, in the County of Warren as follows:

1. The agreement with Drew DiSessa, with the Engineering Office of Criterium-DiSessa Engineers is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:1 1-5(1)(a) of the Local Public Contracts Law because the contract is for a service performed by a person(s) authorized by law to practice a recognized profession that is regulated by law. A copy of the Agreement is on file for inspection with the Clerk of the Township of Mansfield.
2. A notice of this action shall be printed once in the Star-Gazette.

Mr. Watters made a motion to approve the passage of resolution 2014-02 for adoption, which was seconded by Mr. Clancy.

Ayes – Mr. Misertino, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Abstained – None

Nay – None

Absent – None

RESOLUTION 2014-03
APPOINTMENTS TO CERTAIN MUNICIPAL OFFICES AND
POSITIONS FOR THE YEAR 2014:

BE IT RESOLVED, that the following persons be and each is hereby appointed for a period of one (1) year commencing January 1, 2014 to the following respective municipal offices and/or positions of the Township of Mansfield:

Court Administrator	Jerilynn Harris
Deputy Court Administrator/ Court Assistant	Vera Hart
2 nd Deputy Court Administrator/ Court Assistant	Lisa Rudd
Violation Clerks	Rosemarie Hoover

	Judith Casella
Court Security	Glenn Hawkswell Pat Mannon
Alternate Court Administrator	Irene Brownell
Acting Chief Financial Officer/ Office Manager	William Pandos
Deputy Tax Collector	JoAnn Fascenelli
Deputy Treasurer	JoAnn Fascenelli
Deputy Clerk/Deputy Registrar	
Machinery Operators	Keith Beam Edward Watters John Tate Harry Appleby, Jr.
PT DPW Laborer/Snow Plow Drivers	Andrew Parke Joe Farino
Land Use Board Secretary	Patti Zotti
Certified List Officer	Bernard Murdock
Police Secretary	Joan Kries

Mr. Watters made a motion to approve the passage of Resolution 2014-03 for adoption, which was seconded by Mr. Clancy.

Ayes –Mr. Misertino, Mr. Watters, Mayor Tomaszewski

Abstained – None

Nay – Mr. Clancy, Mrs. Kocher

Absent – None

RESOLUTION 2014-04
TOWNSHIP COMMITTEE
SUBORDINATE COMMITTEES
AND APPOINTMENTS

BE IT RESOLVED, that the following subordinate committees be established and chaired as follows for the year 2014:

	<u>CHAIR PERSON</u>	<u>VICE CHAIR PERSON</u>
Municipal Alliance	Clancy	Kocher

Public Buildings Public Works	Tomaszewski	Misertino
Shared Services	Misertino	Watters
Police & Safety	Tomaszewski	Watters
Fire & Emergency Management	Watters	Misertino
Recreation	Misertino	Clancy
Environmental Comm.	Watters	Misertino
Finance	Watters	Misertino
Judiciary	Tomaszewski	Watters
School Liaison	Tomaszewski	Watters
Economic & Industrial Dev. Advisory Council	Kocher	Clancy
Open Space	Watters	Tomaszewski

Mr. Watters made a motion to approve the passage of Resolution 2014-04 for adoption, which was seconded by Mayor Tomaszewski.

Ayes – Mr. Misertino, Mr. Watters, Mayor Tomaszewski

Abstained – None

Nay – Mr. Clancy, Mrs. Kocher

Absent – None

RESOLUTION 2014-05 CASH MANAGEMENT PLAN

CASH MANAGEMENT PLAN OF THE TOWNSHIP OF MANSFIELD IN THE COUNTY OF WARREN, NEW JERSEY

I. STATEMENT OF PURPOSE.

This Cash Management Plan (the “Plan”) is prepared pursuant to the provisions of N.J.S.A. 40A:5-14 in order to set forth the basis for the deposits (“Deposits”) and investment (“Permitted Investments”) of certain public funds of the Township, pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest or dividend bearing accounts or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return

within such limits. The Plan is intended to insure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

II. CASH MANAGEMENT POLICY

A. Objectives: The priority of investing policies shall be, in order of descending importance, security, liquidity, and yield.

(1) Security: The safety of principal is the foremost objective of the cash management plan. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective is to mitigate credit risk and interest rate risk.

(2) Credit Risk: Credit risk is the risk of loss due to failure of the security issuer or backer. Credit risk may be mitigated by:

- (a) Limiting investments to the safest types of securities.
- (b) Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors with which an entity will do business.
- (c) Diversifying the investment portfolio so that potential losses on individual securities will be *minimized*.

3) Interest Rate Risk: Interest rate risk is the risk that the market value of the securities in the portfolio will fall due to changes in general interest rates. Interest rate risk may be mitigated by:

- (a) Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity, and
- (b) By investing operating funds primarily in shorter-term securities.

(4) Liquidity: The investment portfolio must remain sufficiently liquid to meet all structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity).

(5) Yield: The investment portfolio must be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of least importance compared to the safety and liquidity objective described above.

B) Standards of Care

(1) Prudence

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio in accordance with the State Law and this policy. The Acting Chief Financial Officer, acting in accordance with written procedures and this cash management plan and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of the cash management plan and policy.

Investments shall be made with the judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

(2) Ethics and Conflicts of Interest

The designated officials involved in the investment process shall not have personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Actions of individuals involved in administering the cash management plan shall be governed by the Local Government Ethics Law. They shall disclose any personal financial investment positions that could be related to the performance of the investment portfolio. The designated officials shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Township.

(3) Delegation of Authority

Authority to manage the cash management plan is granted to the Acting Chief Financial Officer pursuant to N.J.S.A. 40A:5-14. Responsibility for the operation of the cash management plan is hereby delegated to the Chief Financial Officer. No person may engage in an investment transaction except as provided under the terms of the policy and the written procedures established by the Chief Financial Officer. The Chief Financial Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

III. AUTHORIZED INVESTMENTS.

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Authorized Depositories:

The following institutions are hereby authorized to serve as the primary banks for deposits:

TD Bank
Fulton Bank of New Jersey
Unity Bank

The following institutions are hereby authorized to serve as the primary banks for escrow deposits:

Fulton Bank of New Jersey
TD Bank
Unity Bank

B. Investment of Idle Funds

Except as otherwise specifically provided for herein, the Designated Official is hereby authorized to invest excess public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:

- (1) Certificates of Deposit in any other institution presenting a GUDPA certificate may be used and approved as a depository by the governing body;
- (2) Government money market mutual funds in any other institution presenting a GUDPA certificate may be used and approved as a depository by the governing body;
- (3) The New Jersey State Cash Management Fund.

IV. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGMENT OF RECEIPT OF PLAN.

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Township, then such instrument or security shall be covered by all custodial agreements with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Township to assure that there is not unauthorized use of the funds or the Permitted Investments or Deposits. Purchase of any Permitted Investments that involve securities shall be executed by a "delivery versus payment" method to insure that such Permitted Investments are either received by the Township or by a third party custodian prior to or upon the release of the Township's funds.

To assure that all parties with whom the Township deals with by way of Deposits or Permitted Investments are aware of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of the Plan in writing, a copy of which shall be on file with the Designated Officials.

V. REPORTING REQUIREMENTS:

On the first day of each month during which this Plan is in effect, the Designated Officials referred to above shall supply to the governing body of the Township a written report of any Deposits or Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The name of any institution holding funds of the Township as a Deposit of a Permitted Investment.
- B. The earned income on such Deposits or Permitted Investments. To the extent that such amounts are actually earned at maturity, this report shall provide an accrual of such earnings during the immediately preceding month.
- H. All other information which may be deemed reasonable from time to time by the governing body of the Township.

VI. TERM OF PLAN.

This Plan shall be in effect from January 1, 2014 to December 31, 2014. The Plan may be amended from time to time. To the extent that any amendment is adopted by the Township committee, the Designated Official is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

Mr. Clancy made a motion to approve the passage of Resolution 2014-05, which was seconded by Mayor Tomaszewski.

Ayes – Mr. Misertino, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Abstained – None

Nay – None

Absent – None

RESOLUTION 2014-06
OFFICIALS AUTHORIZED TO SIGN CHECKS AND WARRANTS

BE IT RESOLVED, that each check and warrant of the Township be signed by two of the following and that they hereby are authorized to sign same.

- Mayor, Ted Tomaszewski
- Township Clerk, Dena Hrebenak
- Acting Chief Financial Officer, William Pandos.

Mr. Watters made a motion to approve the passage of Resolution 2014-06, which was seconded by Mrs. Kocher.

Ayes – Mr. Misertino, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Abstained – None

Nay – None

Absent – None

RESOLUTION 2014-07
TAX SEARCH OFFICER

BE IT RESOLVED, that Karen Lance be the official Tax Search Officer for the Township of Mansfield for 2014.

Mr. Watters made a motion to approve the passage of Resolution 2014-07, which was seconded by Mr. Misertino.

Ayes – Mr. Misertino, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Abstained – None

Nay – None

Absent – None

RESOLUTION 2014-08
ASSESSMENT SEARCH OFFICER

BE IT RESOLVED, that Dena Hrebenak be the official Assessment Search Officer for the Township of Mansfield for the year 2014.

Mr. Misertino made a motion to approve the passage of Resolution 2014-08, which was seconded by Mrs. Kocher.

Ayes – Mr. Misertino, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski
Abstained – None
Nay – None
Absent – None

RESOLUTION 2014-09
J. BRETT MORROW AS MUNICIPAL PROSECUTOR, STEVEN DUNBAR AS PUBLIC DEFENDER FOR THE
TOWNSHIP OF MANSFIELD

WHEREAS, the position of Municipal Prosecutor, and Public Defender are filled by persons providing services; and
NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, Warren County,
New Jersey as follows:

That J. Brett Morrow be appointed Prosecutor, Steven Dunbar be appointed Public Defender for the year
2014.

Mr. Watters made a motion to approve the passage of Resolution 2014-09, which was seconded by Mrs. Kocher.

Ayes – Mr. Misertino, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski
Abstained – None
Nay – None
Absent – None

RESOLUTION 2014-10

RESOLUTION OF THE TOWNSHIP OF MANSFIELD, COUNTY OF WARREN, STATE OF NEW JERSEY, FIXING
THE RATE OF INTEREST TO BE CHARGED ON DELINQUENT TAXES OF ASSESSMENTS

WHEREAS, N.J.S.A.54:4-67 permits the governing body of each municipality to fix the rate of interest to be charged
for non-payment of taxes or assessments subject to any abatement or discount for the late payment of taxes as
provided by law; and

WHEREAS, N.J.S.A.54:4-67 has been amended to permit the fixing of said rate of 8% per annum on the first
\$1,500.00 of the delinquency and 18% per annum on any amount in excess of \$1,500.00 and allows an additional
penalty of 6% be collected against a delinquency in excess of \$10,000.00 on properties that fail to pay the
delinquency prior to the end of the calendar year.

NOW, THEREFORE, BE RESOLVED, by the Mayor and Township Committee of the Township of Mansfield, County

of Warren, State of New Jersey as follows:

- The Tax Collector is hereby authorized and directed to charge 8% per annum on the first \$1,500.00 of taxes becoming delinquent after due date and 18% per annum on any amount of taxes in excess of \$1,500.00 becoming delinquent after due date and if a delinquency is in excess of \$10,000.00 and remains in arrears beyond December 31st, an additional penalty of 6% shall be charged against the delinquency
- Effective January 1, 2014 there will be a ten (10) day grace period of quarterly tax payments made by cash, check or money order.
- Any payments not made in accordance with paragraph two of this resolution shall be charged interest from the due date as set forth in paragraph one of this resolution.
- This resolution shall be published in its entirety once in an official newspaper of the Township of Mansfield.
- A certified copy of this resolution shall be provided by the Township Clerk to the Tax Collector, Township Attorney and Township Auditor for the Township of Mansfield.

Mr. Watters made a motion to approve the passage of Resolution 2014-10 for adoption, which was seconded by Mrs. Kocher.

Ayes – Mr. Misertino, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Abstained – None

Nay – None

Absent – None

RESOLUTION 2014-11
RESOLUTION AUTHORIZING THE
TAX COLLECTOR TO CONDUCT
A TAX LIEN SALE

WHEREAS, there remains on the records and books of the Township of Mansfield delinquent taxes, water and other municipal charges owing as of December 31, 2012; and

WHEREAS, the statutes of the State of New Jersey expressly N.J.S.A.54:5 et seq, provide for the enforcement and collection of such delinquencies through a tax lien sale; and

WHEREAS, the Tax Collector is empowered by statute to conduct and preside over the sale of the liens.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield that the Tax Collector is hereby authorized to conduct the annual tax sale of prior year delinquencies on or before December 31, 2014.

Mr. Watters made a motion to approve the passage of Resolution 2014-11, which was seconded by Mayor Tomaszewski

Ayes – Mr. Misertino, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Abstained – None

Nay – None

Absent – None

RESOLUTION 2014-12
RESOLUTION SMALL BALANCE REFUND

WHEREAS, the State of New Jersey allows a Municipal Employee to process the cancellation of any property tax refund or delinquencies of less than \$5.00; and

WHEREAS, the Municipal employee allowed to process the cancellation shall be the tax collector.

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Mansfield hereby authorizes the tax collector of the Township of Mansfield to process the cancellation of any property tax refund or delinquency of less than \$5.00.

Mr. Watters made a motion to approve the passage of Resolution 2014-12, which was seconded by Mrs. Kocher.

Ayes – Mr. Misertino, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Abstained – None

Nay – None

Absent – None

RESOLUTION 2014-13
OFFICIAL NEWSPAPER

BE IT RESOLVED, that the Star-Gazette and Express Times be designated as official newspapers for the Township of Mansfield for 2014.

Mr. Watters made a motion to approve the passage of Resolution 2014-13, which was seconded by Mr. Clancy.

Ayes – Mr. Misertino, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski
Abstained – None
Nay – None
Absent – None

RESOLUTION 2014-14
LAND USE BOARD
CERTIFICATION OF SUBDIVISION OF LANDS

BE IT RESOLVED, that office of the Municipal Clerk, pursuant to the provisions of N.J.S.A. 40:55D-56, be appointed the official to issue certifications as to the approval of subdivisions of land or lands in the Township of Mansfield for 2014.

Mr. Watters made a motion to approve the passage of Resolution 2014-14, which was seconded by Mr. Misertino.

Ayes – Mr. Misertino, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski
Abstained – None
Nay – None
Absent – None

RESOLUTION 2014-15
SUNSHINE LAW– MEETING DATES

BE IT RESOLVED, that the regular monthly meetings of the Township Committee be held on the 2nd and 4th Wednesday of each month at 7:30 p.m.

MANSFIELD TOWNSHIP COMMITTEE
SCHEDULE OF 2014 MEETINGS
LOCATION: MUNICIPAL BUILDING, 100 PORT MURRAY ROAD
PORT MURRAY, NEW JERSEY

DATE	TYPE OF MEETING	LOCATION	TIME
January 8	Regular Meeting	Meeting Room	7:30 p.m.
January 22	“ “	“ “	“
February 12	“ “	“ “	“
February 26	“ “	“ “	“
March 12	“ “	“ “	“
March 26	“ “	“ “	“
April 9	“ “	“ “	“
April 23	“ “	“ “	“
May 14	“ “	“ “	“
May 28	“ “	“ “	“
June 11	“ “	“ “	“
June 25	“ “	“ “	“
July 9	“ “	“ “	“

July 23	“	“	“	“	“
August 13	“	“	“	“	“
August 27	“	“	“	“	“
September 10	“	“	“	“	“
September 24	“	“	“	“	“
October 8	“	“	“	“	“
October 22	“	“	“	“	“
November 13	“	“	“	“	“
November 26	“	“	“	“	“
December 11	“	“	“	“	“
December 23	“	“	“	“	“

Note: Caucus Work Session held at 7:15 p.m. in the meeting room and immediately following the completion of the regular meeting.

Mr. Watters made a motion to approve the passage of Resolution 2014-15 for adoption, which was seconded by Mr. Clancy.

Ayes – Mr. Misertino, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Abstained – None

Nay – None

Absent – None

RESOLUTION 2014-16
RESOLUTION AUTHORIZING THE TAX ASSESSOR AND LEGAL COUNSEL
TO FILE AND PROSECUTE ROLL BACK TAX COMPLAINTS,
COMPLAINTS TO CORRECT ERRORS IN ASSESSMENTS AND
COMPLAINTS FOR ADDED/OMITTED
ASSESSMENTS AS THE CASE MAY BE FOR 2014

WHEREAS, the County Tax Board has issued a ruling requiring a Resolution by the Mayor and Township committee or Council of each municipality of the County of Warren by its Administrator, Melissa Pritchett; and

WHEREAS, the Administrator requires that the Mayor and Members of the Governing Body of each municipality in the County of Warren, in order to file Municipal roll back complaints, correct errors or file added, omitted and added/omitted complaints, adopt a resolution allowing the Assessor in the Municipality and the Municipal Attorney or any member of the firm, to file and prosecute said complaints.

NOW, THEREFORE, BE IT RESOLVED, on this 1st day of January 2014 by the Township Committee of the Township of Mansfield, in the county of Warren and State of New Jersey, that Bernard Murdock, as Tax Assessor for the Township of Mansfield, the Municipal Attorney, Joel Kobert, as Attorney for the township, are hereby authorized to file, prosecute, defend, stipulate, modify, agree upon and otherwise perform the duties which are required of said Assessor and Attorney, in the process of prosecution and/or filing of said Roll Back Tax Complaints, complaints to correct errors in assessments, for added assessments, omitted assessments and added/omitted assessments in 2013 and defending or settling all 2014 local property tax appeals.

BE IT FURTHER RESOLVED, that the Municipal Clerk be and the same is hereby directed to provide a true copy of this Resolution to the Warren County Board of Taxation, 202 Mansfield Street, Belvidere, New Jersey 07823.

Mr. Clancy made a motion to approve the passage of Resolution 2014-16, which was seconded by Mr. Watters.

Ayes – Mr. Misertino, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Abstained – None

Nay – None

Absent – None

RESOLUTION NO. 2014-17

A RESOLUTION ESTABLISHING THE RATE FOR OUTSIDE EMPLOYMENT OF OFF-DUTY POLICE

WHEREAS, the Code of the Township of Mansfield provides for a rate of payment of police coverage in quasi-public matters under Article 2 Section 2-20.9 b; and

WHEREAS, the rate established therein may be changed from time to time by resolution of the Township Committee, and

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey that the charge for quasi-public services shall be paid as follows:

Uniformed Police Officer	\$65.92 per hour
Administrative Costs	\$25.58 per hour

The applicant for such services shall deposit sufficient funds to cover costs in advance which will be kept in escrow with the Acting Chief Financial Officer and any balance refunded upon written request on proscribed form

Mr. Watters made a motion to approve the passage of Resolution 2014-17, which was seconded by Mrs. Kocher.

Ayes – Mr. Misertino, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Abstained – None

Nay – None

Absent – None

RESOLUTION # 2014 –18

A RESOLUTION CONTINUING AUTHORIZAITON FOR THE REIMBURSEMENT OF ONE FOURTH THE COSTS OF MEDICAL BENEFITS TO ELIGIBLE EMPLOYEES WAIVING COVERAGE TOWNSHIP OF MANSFIELD WARREN COUNTY, STATE OF NEW JERSEY

WHEREAS, all full-time employees of the Township of Mansfield working 35 or more hours per week; and

WHEREAS, medical benefits include medical insurance;

WHEREAS, some employees may experience an unwanted duplication of benefits;

WHEREAS, those employees with duplication may seek to waive insurance coverage and be reimbursed up to one-fourth of the cost for same; and

NOW THEREFORE BE IT RESOLVED, by the Mayor and Township Committee of the Township of Mansfield, County of Warren, New Jersey, the Acting Chief Financial Officer will pay through payroll, subject to inclusion on federal W-2 Wage and Tax Statement, an amount equal to one-fourth (25%) of the Township's cost to provide the plan type the employee qualifies for (i.e. Family, Single, Parent/Child, Husband/Wife).

BE IT FURTHER RESOLVED, that the said payment will be made through the bi-weekly payroll of every month for a total twenty-six (26) payments per year.

Mrs. Kocher made a motion to approve the passage of Resolution 2014-18, which was seconded by Mr. Clancy.

Ayes – Mr. Misertino, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Abstained – None

Nay – None

Absent – None

RESOLUTION # 2014 –19
AUTHORIZATION FOR ACTING CHIEF FINANCIAL OFFICER TO ISSUE CERTAIN CHECKS
& REMIT PAYROLL TAXES

WHEREAS, it is necessary for certain remittances to be paid to the State of New Jersey for pension, State Income tax deductions and to the appropriate agencies for Federal and other State Income Tax deductions, Social Security deductions, Wage Executions ordered by the Court, and to the appropriate entity for other voluntary payroll deductions;

WHEREAS, it is the intent of the Township Committee to pay the above at the required intervals;

NOW, THEREFORE BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey, as follows:

That the Acting Chief Financial Officer be and is hereby authorized to:

- Transfer sufficient funds from Current Fund to the Payroll Account.
- Transfer sufficient funds from the Payroll Account to the Payroll Agency Account
- Remit Federal withholding and Social Security Taxes and New Jersey State Income Tax deductions by Electronic Funds Transfer, as required by applicable law.

Mr. Watters made a motion to approve the passage of Resolution 2014-19, which was seconded by Mr. Misertino.

Ayes – Mr. Misertino, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Abstained – None

Nay – None

Absent – None

RESOLUTION 2014-20
DEBT SERVICE

WHEREAS, N.J.S. 40 A: 4-19 provides authority for appropriating in a temporary resolution the permanent debt service for the coming fiscal year providing that such resolution is not made earlier than Dec. 20 of the year proceeding the beginning of the fiscal year; and							

WHEREAS, the date of this resolution is subsequent to Dec. 1, 2013; and							
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WHEREAS, principal and interest will be due on various dates from Jan. 1, 2014 to Dec. 31, 2014, inclusive, on sundry bonds issued and outstanding:								
NOW, THEREFORE, BE IT RESOLVED that the following appropriations be made to cover the period from Jan. 1, 2014 to Dec. 31, 2014, inclusive:								
DEBT SERVICE - TOWNSHIP OF MANSFIELD								
Bond Principle						186,000.00		
Bond Interest						54,850.02		
						240,850.02		

Mr. Watters made a motion to approve the passage of Resolution 2014-20, which was seconded by Mr. Clancy.

Ayes – Mr. Misertino, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Abstained – None

Nay – None

Absent – None

RESOLUTION 2014-21 TEMPORARY APPROPRIATIONS

WHEREAS, N.J.S. 40 A: 4-19 provides that where any contract, commitment or payments are to be made prior to the final adoption of the 2014 budget, temporary appropriations should be made for the purpose and amounts required in the manner and time therein provided; and								
WHEREAS, the date of this resolution is within the first thirty days of January, 2014; and								
WHEREAS, the total appropriations in the 2013 budget, exclusive of any appropriations made for interest and debt redemption charges, capital improvement fund and public assistance, is the sum of \$4,953,586.41 and								
WHEREAS, 26.25% of the total appropriations in the 2013 budget, exclusive of any appropriations made for interest and debt charges, capital improvement fund and public assistance in said 2013 budget is the sum of \$1,300,316.43								
NOW, THEREFORE, BE IT RESOLVED that the following appropriations be made and that a certified copy of this resolution be transmitted to the Acting Chief Financial Officer for her records:								
TEMPORARY APPROPRIATIONS - 2014								
Salaries and Wages						700,000.00		
Other Expenses						600,000.00		

Mr. Watters made a motion to approve the passage of Resolution 2014-21, which was seconded by Mr. Clancy.

Ayes – Mr. Misertino, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Abstained – None

Nay – None

Absent – None

RESOLUTION # 2014 – 22
TOWNSHIP OF MANSFIELD
WARREN COUNTY, STATE OF NEW JERSEY

WHEREAS, The Township of Mansfield, County of Warren, State of New Jersey, desires to constitute the 2014 Temporary Capital Budget of said municipality by inserting therein, improvements to public building(s) projects.

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey as follows:

- The 2014 Temporary Capital Budget of the Township of Mansfield, County of Warren, State of New Jersey is hereby constituted by the adoption of a schedule to read as follows:

PROJECT	EST. COSTS	BUDGET APPROPRIATE	CAPITAL IMP. FUND	CAPITAL SURPLUS	GENERAL BOND
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Police Equipment	20,000.00	20,000.00			
Public Buildings	10,000.00	10,000.00			
Road Construction	25,000.00	25,000.00			
Road Equipment	25,000.00	25,000.00			

Mr. Watters made a motion to approve the passage of Resolution 2014-22, which was seconded by Mr. Misertino.

Ayes – Mr. Misertino, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Abstained – None

Nay – None

Absent – None

RESOLUTION NO. 2014-23
RESOLUTION APPOINTING TAX COLLECTOR

WHEREAS, the Township of Mansfield appointed Karen Barlett Lance, Tax Collector for the Township of Mansfield to complete the term of Steven Davis which was, January 1, 2013 through December 31, 2013; and

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, County of Warren, State of New Jersey as follows:

- Karen Barlett Lance is hereby appointed Tax Collector of the Township of Mansfield for a four year term beginning January 1, 2014 thru December 31, 2017 as per NJSA 40A:9-142.

- A certified copy of this Resolution shall be filed with the Department of Community Affairs of the State of New Jersey within 7 days of the date thereof.

Mr. Watters made a motion to approve the passage of Resolution 2014-23, which was seconded by Mayor Tomaszewski.

Ayes – Mr. Misertino, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Abstained – None

Nay – None

Absent – None

RESOLUTION 2014-24

RESOLUTION AUTHORIZING THE APPOINTMENT OF THE MUNICIPAL AUDITOR WITHOUT PUBLIC BIDDING

WHEREAS, the position of Municipal Auditor is filled by persons providing professional services; and

WHEREAS, pursuant to N.J.S.A. 40A:11-5 professional services for the municipality may be retained without public bidding.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Mansfield, Warren County, New Jersey as follows:

1. That the appointment of Thomas Ferry of the firm of Ferraioli, Wielkocz, Cerrulo, & Cuva, Municipal Auditor, respectively and retaining them and their firms to render legal, auditing, and engineering services respectively to the Township of Mansfield, are hereby appointed without public bidding.

Copies of their Agreements will be available for public inspection in the Office of the Municipal Clerk.

Mr. Watters made a motion to approve the passage of Resolution 2014-23, which was seconded by Mr. Clancy.

Ayes – Mr. Misertino, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Abstained – None

Nay – None

Absent – None

OFFICE ON AGING:

Mayor Tomaszewski appointed Helen Faith as Mansfield Township Office on Aging Representative for the year 2014, which was seconded by Mr. Watters.

Ayes – Mr. Misertino, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Abstained – None

Nay – None

Absent – None

Mayor Tomaszewski appointed Carol McKeivitt, Senior Citizens Coordinator for the year 2014, which was seconded by Mr. Watters.

Ayes – Mr. Misertino, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski
Abstained – None
Nay – None
Absent – None

RECYCLING COORDINATOR AND CLEAN COMMUNITIES COORDINATOR:

BE IT RESOLVED, that JoAnn Fascenelli be appointed Recycling Coordinator and Clean Communities Coordinator for the Township of Mansfield for the year 2014.

Mayor Tomaszewski made a motion to approve the foregoing appointment, Mr. Watters seconded the motion.

Ayes – Mr. Misertino, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski
Abstained – None
Nay – None
Absent – None

ENVIRONMENTAL COMMISSION APPOINTMENTS:

Mayor Tomaszewski appointed Glen Todd as a member of the Environmental Commission for a three year term, which expires 12/31/16, which was seconded by Mr. Watters.

Ayes – Mr. Misertino, Mr. Watters, Mr. Clancy, Mayor Tomaszewski
Abstained – None
Nay – Mrs. Kocher
Absent – None

Mayor Tomaszewski appointed Kathie Todd as a member of the Environmental Commission for a three year term, which expires 12/31/16, which was seconded by Mr. Misertino.

Ayes – Mr. Misertino, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski
Abstained – None
Nay – None
Absent – None

LAND USE BOARD APPOINTMENTS:

Mayor Tomaszewski appointed himself as the Class I Member to the Mansfield Township Land Use Board term to expire 12/31/14.

Mayor Tomaszewski appointed Joseph Watters as the Class II Member to the Mansfield Township Land Use Board term to expire 12/31/2014.

Mayor Tomaszewski appointed Elaine Drazek as the Class III Member to the Mansfield Township Land Use Board term to expire 12/31/2014.

Mayor Tomaszewski appointed Rosemarie Hight as a Class IV member to the Mansfield Township Land Use Board term to expire 12/31/2017.

Mayor Tomaszewski appointed John Tate Sr. as a 1st Alternate to the Mansfield Township Land Use Board term to expire 12/31/2015.

Mayor Tomaszewski appointed Terry Sams as a 2nd Alternate to the Mansfield Township Land Use Board term to expire 12/31/2014.

Mayor Tomaszewski appointed Patrick Creedon, as a 3rd Alternate to the Mansfield Township Land Use Board term to expire 12/31/15.

Mayor Tomaszewski appointed Phil Hazen, as a 4th Alternate to the Mansfield Township Land Use Board term to expire 12/31/14.

OPEN SPACE, FARMLAND PRESERVATION, CONSERVATION, HISTORICAL AND RECREATION ADVISORY COMMITTEE:

Mayor Tomaszewski appointed Joseph Watters to serve as a Township Committee member for a 1 year term which will expire 12/31/14.

Mayor Tomaszewski appointed Richard Rosenblum to serve as a Recreation member for a 1 year term which will expire 12/31/14.

Mayor Tomaszewski appointed Guy Baggerly to serve as a Citizen member for a 2 year term which will expire 12/31/16.

Mayor Tomaszewski appointed Jim Watters to serve as an Agricultural member for a 2 year term which will expire 12/31/14.

Mayor Tomaszewski appointed Glen Todd to serve as an Environmental Commission member for a 2 year term which will expire 12/31/14.

Mayor Tomaszewski appointed _____ as an Citizen member for a 2 year term which will expire 12/31/2014.

Mayor Tomaszewski moved said appointments, which was seconded by Mr. Misertino.

Ayes – Mr. Misertino, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Abstained – None

Nay – None

Absent – None

WARREN COUNTY SOLID WASTE ADVISORY COUNCIL:

Mayor Tomaszewski appointed Joseph Watters to the Warren County Solid Waste Advisory Council for a one year term, which expires 12/31/14, which was seconded by Mr. Misertino.

Ayes – Mr. Misertino, Mr. Watters, Mayor Tomaszewski

Abstained – None

Nay – Mr. Clancy, Mrs. Kocher

Absent – None

RECREATION COMMITTEE:

Mayor Tomaszewski appointed Richard Rosenblum as Committee member for a three year term which will expire 12/31/2016.

Mayor Tomaszewski appointed Tracey Wyckoff as Committee member for a three year term which will expire 12/31/2016.

Mayor Tomaszewski appointed Charles Cavanaugh as Committee member for a two year term which will expire 12/31/2015.

Mayor Tomaszewski appointed John Falco as Committee member for a two year term which will expire 12/31/2015.

Mayor Tomaszewski appointed Dave Moreno as Committee member for a two year term which will expire 12/31/2015.

Mayor Tomaszewski appointed Teri Laffan as Alternate Committee member #1 for a one year term which will expire 12/31/2014.

Mayor Tomaszewski appointed Desiree Dillon as Alternate Committee member #2 for a one year term which will expire 12/31/2014.

Mr. Watters made a motion to concur with said appointments, which was seconded by Mr. Misertino.

Ayes – Mr. Misertino, Mr. Watters, Mayor Tomaszewski

Abstained – None

Nay – Mr. Clancy, Mrs. Kocher

Absent – None

ZONING OFFICER AND DEPUTY ZONING OFFICER:

Mayor Tomaszewski appointed Drew DiSessa, of Criterium-DiSessa Engineers, Zoning Officer and Jennifer Keegan, Deputy Zoning Officer of the Township of Mansfield for a term of one year, which was seconded by Mr. Watters.

Ayes – Mr. Misertino, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Abstained – None

Nay – None

Absent – None

BOND COUNCIL:

Mayor Tomaszewski appointed John Draikiwicz from the firm of Gibbons P.C., which was seconded by Mr. Watters.

Ayes – Mr. Misertino, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Abstained – None

Nay – None

Absent – None

Mayor Tomaszewski made a motion to adjourn the Regular Meeting at 12:21pm.

MANSFIELD TOWNSHIP BOARD OF HEALTH
REORGANIZATION MEETING

JANUARY 1, 2014

This is the Reorganization Meeting of the Mansfield Township Board of Health.

The notice requirements of the law have been satisfied for this meeting by notice to Star-Gazette and the Express Times, of the time, date and location thereof. Notice was also posted on the bulletin board located in the Municipal Building.

The Mansfield Township Board of Health shall not hold regularly scheduled meetings and shall call them only as the need requires and shall meet at the Municipal Building, 100 Port Murray Road, Port Murray, New Jersey

Mayor Tomaszewski called the meeting to order at 12:21p.m.

ROLL CALL: Mr. Misertino, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Mayor Tomaszewski appointed himself, Chairperson of the Board of Health and Dena Hrebenak, Secretary of the Board of Health for the year 2014.

HEALTH OFFICER:

Mayor Tomaszewski appointed Michael Deehan, M.D., as Health Officer of the Township of Mansfield for the year 2014. This is a non-salary position.

RESOLUTION BOH2014-01
BOARD OF HEALTH
OPEN PUBLIC MEETINGS ACT
Chapter 231, P.L. 1975

WHEREAS, the legislature has adopted the Open Public Meetings Act, Chapter 231, P.L. 1975, which became effective on January 9, 1976; and

WHEREAS, the Board of Health of the Township of Mansfield being desirous of continuing to keep the public informed of its activities and to comply with the requirements of the aforesaid Act.

NOW, THEREFORE, BE IT RESOLVED:

- In accordance with Section 13 of the Act, the Board of Health of the Township of Mansfield hereby announces that it shall not hold regularly scheduled meetings and shall call them only as need requires and shall meet at the Municipal Building, 100 Port Murray Road, Port Murray, New Jersey.
- In accordance with Section 13 of the Act, the newspapers to which all notices required by the aforesaid Act are to be sent shall be any of the official newspapers of the municipality; Star-Gazette and the Express Times.
- The public place at which all notices shall be posted shall be the bulletin board situated in the Municipal Building.

Mr. Watters made a motion to approve the passage of Resolution BOH 201-01, which was seconded by Mr. Clancy.

Ayes – Mr. Misertino, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Abstained – None
Nay – None
Absent – None

Mayor Tomaszewski moved to adjourn the Board of Health meeting at 12:24 pm.

Return to regular meeting at 12:25 pm.

Roll Call: Mr. Misertino, Mr. Watters, Mr. Clancy, Mrs. Kocher, Mayor Tomaszewski

Mayor Tomaszewski opened the floor for Public Comments:

Russ Onderko asked what the budget looked like for this year.

Mr. Watters stated that the budget has not be discussed yet.

Mr. Onderko asked when the taxpayers will be notified what the value of there homes are from the reassessment company and asked what the procedure is if the homeowners do not agree with the amount that they are being given.

Mr. Lavery, Esq. explained that when the values are sent out by the Reassessment Company there will be a time period that the taxpayers can come and meet with the company to go through the values.

Marvin Kocher asked about the appointments to the Recreation Commission and stated that he knows that there were issues with a certain person that was appointed and asked if the Township Committee knew this prior to appointing the people that they did.

Desiree Dillon stated that the person that Mr. Kocher is talking about is her and the charges that were brought against her were bogus and were dropped.

Brad Smith asked what is being done with the part timers for snowplowing that were listed on the resolution that was approved at the last meeting.

Mayor Tomaszewski stated that resolutions are only good for the year that they are passed so that Resolution is void.

Brad Smith stated that the number of part timers need to be increased to keep up with roads during inclement weather. Mr. Smith also stated that one of the part timers that is listed on the present resolution had told him that he would not be available often.

Mayor Tomaszewski stated that he spoke with that person and he explained that he would be available. Mayor Tomaszewski also stated that if there was a shortage he would be available to assist the DPW.

Desiree Dillon thanked Mayor Tomaszewski for appointing her to the Recreation Commission and stated that if any of the Township Committee had any questions about her qualifications they can ask her. Mrs. Dillon stated that presently she coaches basketball, soccer, softball, and football.

Don Proefrock asked about the budget issues that he had questioned last year about the hiring of the police officers. Mr. Proefrock stated that one of the committee members had voted no to hiring police officers and from reading the minutes he sees that there was a motion to approve hiring two officers. Mr. Proefrock asked how can this happen and where did the money come from.

Mayor Tomaszewski explained that he was the one who voting against the hiring and that was because he wanted

clarification that the Township had the money to use and not just a cost analysis to base his decision on.

Mr. Proefrock asked about the bids for the Diamond Hill Repairs and if the bids come in higher than the estimate what the Township intends to do.

Mayor Tomaszewski stated that the Township is hopeful that there will be more than one bid received to make a decision as to award.

Mr. Proefrock asked why the Township is buying the Mount Bethel Church?

Mayor Tomaszewski stated that the church is historic and if we can acquire it now we can perform the maintenance that is needed.

Mr. Proefrock asked why would the Township want to acquire another historical building when the Township never completed the repairs to the Karrsville Schoolhouse.

Mayor Tomaszewski stated that the Karrsville Schoolhouse was not in good shape when the Township acquired it and there is no space to use that property there is only about one foot of space around the building that the township owns, so even for tours there would be no where to park buses or cars.

There being no further business, it was moved by Mayor Tomaszewski to adjourn the Reorganization Meeting at 12:57 p.m.

Respectfully Submitted,

Dena Hrebenak
Municipal Clerk